

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 600-6

8 March 1994

Personnel-General
BULLETIN BOARDS

Summary. This regulation provides guidance on the uniform placement of required items on bulletin boards.

Applicability. This regulation applies to Headquarters, United States Military Entrance Processing Command (**HQ USMEPCOM**), sectors, and Military Entrance Processing Stations (**MEPS**).

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms are prohibited without prior approval from HQ USMEPCOM, ATTN: MCR-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Director, Capital Resources Directorate, HQ USMEPCOM. Users will destroy interim changes on their expiration dates, unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MCR-SS. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MCR-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Internal management control system. This regulation is not subject to requirements of Office of Management and Budget Circular A-123 as implemented by Army Regulation 11-2.

1. Purpose

The purpose of this regulation is to provide guidance on the permanent and temporary items to be affixed to bulletin boards.

***This regulation supersedes USMEPCOM Reg 600-6, 1 July 1993.**

2. References

Required forms are listed below.

a. Department of the Army Form 2028 (Recommend Changes to Publications and Blank Forms). Cited in the "Suggested improvements" paragraph.

b. Department of Defense Form 2272 (DOD Occupational Safety and Health Protection Program). Cited in table 1.

c. U.S. Department of Labor Form CA-10 (What a Federal Employee Should Do When Injured at Work). Cited in table 1.

3. Explanation of abbreviations

Abbreviations used in this regulation are explained below:

a. EEOequal employment opportunity.

b. EO.....equal opportunity.

c. HQ USMEPCOM.....Headquarters, United States Military Entrance Processing Command.

d. MEPS.....Military Entrance Processing Station.

4. Responsibilities

Commander, USMEPCOM, is responsible for commandwide implementation of this regulation.

5. Policies and procedures

a. As a minimum, bulletin boards should be checked weekly for neatness, update, removal of obsolete material, etc.

b. A section of the unit bulletin board, or a separate board, will be properly labeled for display of reenlistment material. The name, location, and telephone number of the unit commander, unit reenlistment noncommissioned officer, and supporting installation retention noncommissioned officer serving the unit will be posted on the board. Copies of duty appointment memorandum will not be posted on this board.

c. The bulletin board should be an instrument for the commander to disseminate information which he or she deems appropriate (e.g., promotion standing list, policy announcements, quality of life-community affairs items, etc.).

d. Unprofessional material will not be permitted on the bulletin board. This includes taped-up, hand-lettered, and other

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extraneous or sloppy material. Clearly, material which uses slang or offensive language is also not appropriate.

e. Items such as emergency telephone numbers, access rosters to restricted areas, etc., are more effectively displayed on telephones and appropriate entrance ways.

f. Bulletin boards are subject to inspection by the Inspector General.

g. Should any provisions of this regulation, not required by law, conflict with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

h. A listing of required permanent and temporary items is shown at table 1 below.

Table 1
Permanent and Temporary Items

<u>ITEM</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>
Commanding officer's open door policy memorandum.	X	
Memorandum indicating the rights of civilian and military to file complaints.	X	
Procedures for processing equal opportunity (EO) complaints for military members.	X	
USMEPCOM equal employment opportunity (EEO)/EO policy memorandums.	X	
Discrimination complaint procedures (name, location, and telephone numbers of servicing EEO officers, EEO counselors, Federal Women's Program and Hispanic Program managers).	X	
Name, duty address, and duty telephone number of the supporting Judge Advocate.	X	
Name, duty address, and duty telephone number of the Inspector General, HQ USMEPCOM.	X	

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Table 1
Permanent and Temporary Items - Continued

<u>ITEM</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>
Name and duty telephone number of the security manager.	X	
Off limits facilities list (as required).	X	
Sample of complete return address of official mail.	X	
Federal Employee Compensation Act.	X	
Fire Evacuation Plan.	X	
Department of Defense Form 2272 (DOD Occupational Safety and Health Protection Program).	X	
Department of Labor Form CA-10 (What a Federal Employee Should Do When Injured at Work).	X	
Enlisted Evaluation Rating Schemes (U.S. Army personnel only).	X	
Name, duty address, and duty telephone number of the Information System Security Officer.	X	
Department of Defense Hotline Telephone Number (800-424-9098) or (708-693-5080). Or write to Defense Hotline, The Pentagon, Washington DC 20301-1900	X	

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(MCR-SS)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
PAUL J. CALLEN
Colonel, USA
Director, Capital Resources

DISTRIBUTION:

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